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18 May 1953

MEMORANDUM FOR: Security Officer, Office of Training  
SUBJECT : Fire, Disaster, and Air Raid Emergency Plans  
for Central Intelligence Agency Buildings  
REFERENCE : DDA memorandum 17 April 1953 to D/TR, same  
subject

1. You are hereby designated as DTR Officer-in-Charge of Building Emergency Officers and as such are responsible for Office of Training compliance with subject plans.
2. You are authorized and directed to appoint Building Emergency Officers and Alternate Building Emergency Officers as necessary from among the staff of this Office and to take such other action as is necessary and reasonable to assure the effectiveness of the plan within OTR.
3. Please advise me as soon as all initial action required of this Office by the referenced memorandum has been completed.
4. Attached are four copies of referenced memorandum.

MATTHEW BAIRD  
Director of Training

Attachments: (4)

25X1A9A

cc: Security Office, attn: [REDACTED]  
C/SEC, OTR  
DD/TR(S)  
DD/TR(O) ✓  
C/AMM, OTR

Document No. 004  
NO CHANGE in Class.   
 DECLASSIFIED  
Class. CHANGED TO: TS S C  
DDA Memo, 4 Apr 77  
Auth: DDA REG. 77-1113

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